

## Town of Ellington Position Description

TITLE:	WPCA Administrator	STATUS:	Non-exempt
DEPARTMENT:	Water Pollution Control Authority (WPCA)	CLASSIFICATION:	Part-time
SUPERVISED BY:	Administrative Direction from First Selectman	BARGAINING UNIT:	N/A

### OBJECTIVES

Under the administrative direction of the First Selectman and policy direction of the Chairman, Water Pollution Control Authority regarding the administration of the Town's sewerage system, plans, and organizes general administration of the WPCA budgetary and financial activities.

### ESSENTIAL FUNCTIONS

Administers and advises the Water Pollution Control Authority regarding sewage system matters.

Supervises the administration of the WPCA, including accounting functions; recommends the WPCA operating budget, rates and prepares narrative and statistical reports for the WPCA, DEP, Finance Officer and other agencies.

Organizes and distributes materials for WPCA meetings, including preparation and advertising of legal notices, compilation of reports and preparation of agendas. Records and distributes minutes for WPCA meetings and does follow-up correspondence.

Oversees external jurisdictions regarding intertown agreements, DEP requirements; interacts with local, state and federal officials in planning, preparing grants, discharging permits, order and mandates. Represents the Town in arbitrations, court, dispositions and negotiations.

Coordinates with the Town Attorney regarding legal matters and disputes; signs off permits, reviews site maps and plans; confers with the Town Engineer on specification for proposed projects and developments to assure compliance.

Administers the developers through the approval process, from the conceptual approval, final approval, bonding, assessment agreement, etc. Generates developer's agreements with the Town Attorney, creates caveats, exhibits, agreements, reports, correspondence as needed. Communicates bond reductions, sewer line acceptance, and other recommendations to the Authority for their action, working with the Town Engineer. Administers Sewer Benefit Assessments.

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Maintains appropriate control of authority activities and schedules to assure compliance with legally-mandated timetables for filing and completion of applications.

Coordinates exchange of information and materials between the WPCA and other boards, agencies, commissions, town departments and state and federal governments.

Assists public in properly completing applications and administrative forms.

Ability to acquire working knowledge of regulations, ordinances and statutes affecting planning and zoning matters.

Performs other related duties as assigned.

#### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of WPCA administration procedures and wastewater treatment. Knowledge of federal and state laws related to WPCA and DEP. Thorough knowledge of the principles of management, standard office practices and procedures.

Ability to speak and address questions in a public forum and write effectively.  
Ability to develop and maintain effective working relationships with the general public, other Town departments, attorneys, developers, government officials, etc.

#### REQUIRED EQUIPMENT OPERATION

Operates a personal computer, Word, Excel, copier, printer, calculator, and standard office equipment; drives a motor vehicle.

#### REQUIRED PHYSICAL EFFORT

Performs duties primarily in an office environment. Lifts, reaches, and carries papers and ledgers. Exposure to computer screen.

#### REQUIRED QUALIFICATIONS (Minimum)

An Associate's degree in business, accounting or related field or three (3) years of progressively responsible experience in accounting, collection or finance, or equivalent, including supervisory work and experience.

**BOS APPROVED: 6/19/06**  
**BOS Revised:**